

NORTHUMBERLAND

COUNTY COUNCIL

APPLICATION FOR LEAVE OF ABSENCE OF CHILD FROM SCHOOL

I, the undersigned, being the parent or guardian of:

Name of Child:

Address:

.....

Request that he/she be granted leave of absence from school (give dates):

from to to enable him/her to:
accompany me on an annual holiday.

Class/Form

Date

Signature of Parent/Carer

To the Headteacher:

..... School

This form is to be completed by the Parent/Carer and forwarded to the Headteacher of the school which the child attends, before the period for which leave of absence is requested.

Your application for the leave of absence of your son/daughter from

..... to is/is not authorised.

Date

Signature of Headteacher

..... School

Please note – under the Education (Pupil Registration) (England) Regulations 2006 headteachers are able to grant up to ten school days authorised absence for the purpose of a family holiday during term time. Save in exceptional circumstances, determined by the headteacher, a parent shall not be granted more than ten school days leave of absence in any school year.

Trevor Doughty
Executive Director of Children's Services